



## NEW HAMPSHIRE DIVISION OF HISTORICAL RESOURCES

State of New Hampshire, Department of Cultural Resources

603-271-3483

19 Pillsbury Street, 2<sup>nd</sup> floor, Concord NH 03301

603-271-3558

FAX 603-271-3433 [preservation@nhdhr.state.nh.us](mailto:preservation@nhdhr.state.nh.us) <http://www.nh.gov/nhdhr>

Voice/ TTY RELAY ACCESS 1-800-735-2964

# How to Complete the NH Individual Inventory Form

## Introduction

A New Hampshire Individual Inventory Form is used to record and understand the appearance, history and significance of a building, structure, site or object prior to listing on the State or National Registers of Historic Places, for a historic resources survey or planning project, or for review and compliance purposes. Different parts of the inventory form may be completed, depending on the purpose of the project and the type of resource involved. Typically, the entire form is filled out for a resource that is more than fifty years old and has not undergone radical change since its construction. Please feel free to call the New Hampshire Division of Historical Resources (NHDHR) if you have any questions as to what parts of the form to complete. The form and these directions are also available on NHDHR's web site, at <http://www.nh.gov/nhdhr/formsmanual.html>, or by e-mailing a request to [preservation@nhdhr.state.nh.us](mailto:preservation@nhdhr.state.nh.us).

Two other inventory forms and manuals are available to document larger and more complicated properties or survey project areas. An area form is used to describe the architectural and historical patterns that characterize a large project area or potential historic district. A town-wide area form looks at the architecture and history of an entire town or city, setting the framework for individual and district inventory efforts that may follow. A list of completed town-wide area forms is attached in Appendix D. These forms are also available from NHDHR.

These directions follow the same order of the inventory form, arranged numerically. All forms must be completed using letter-quality type, and all labeling should be done with black, indelible ink. Color pencils or markers should not be used since the colors will not reproduce in photocopies. The use of glue, white-out, tape or stick-on labels is also not acceptable; these products quickly disintegrate.

## Name, Location, Ownership

1. **Historic name** If applicable, enter the name most often associated with the property's period of historical or architectural significance (see #45). Other common or more recent names for the property can be listed in the text.
2. **District or area** If the property is located within a historic district, well-established neighborhood, or project area defined by other inventory work, enter that name. Please contact NHDHR for the growing list of surveyed neighborhoods and historic districts already on file.
3. **Street and number** Enter the name and number of the street or road where the property is located. If the property does not have a specific address, give the name of and mileage to the nearest crossroad and the property's relationship to it.
4. **City or town** Enter the name of the city or town where the property is located. If the property is located in a village or other area with its own named identity, place it in parenthesis after the town or city name, for example, "Concord (Penacook)."

- 5. County** Enter one of ten New Hampshire counties: Belknap, Carroll, Cheshire, Coos, Grafton, Hillsborough, Merrimack, Rockingham, Strafford and Sullivan.
- 6. Current owner** Enter the name of the property's current, legal owner. This information is available from the town or city clerk's office.

### **Function or Use**

- 7. Current use(s)** Enter the most specific use listed below, for example, single dwelling, rather than domestic, for a house. Enter as many specific uses as currently apply. If the property's current use is not listed below, enter "other" and explain that use in the text. The uses listed below are taken from the National Register's "Data Categories for Functions and Uses," edited to reflect New Hampshire patterns of development.

Domestic	Research facility	Saw mill
Seasonal camp	School	Waterworks
Hotel or motel	Religion	Healthcare
Institutional housing	Church or temple	Doctor's office/clinic
Multiple dwelling	Religious residence	Hospital
Single dwelling	Religious school	Nursing or rest home
Commerce/Trade	Funerary	Defense
Business or office	Cemetery or grave	Armory
Department store	Funeral home	Battle site
Financial institution	Recreation and Culture	Fortification
Gas or service station	Amusement park/zoo	Military facility
General store	Arts facility	Landscape
Restaurant or tavern	Camping or picnic area	Conservation area
Specialty or retail store	Fairground or parade	Forest
Warehouse or storage	Museum	Garden
Social	Outdoor recreation	Monument or marker
Civic	Sports facility	Natural feature
Clubhouse	Theater or auditorium	Park or common
Meeting hall	Agriculture	Street furniture/object
Government	Barn or outbuilding	Transportation
City or town hall	Farm	Air-related
Courthouse	Fish hatchery	Pedestrian-related
Custom house	Horticultural facility	Rail-related
Fire station	Industry	Road-related
Police station or jail	Blacksmith shop	Water-related
Post office	Communications	Other
Public works	Dam and/or canal	Unknown
Education	Energy facility	Vacant or not in use
College	Manufacturing facility	
Library	Mine or quarry	

- 8. Historic use(s)** As with current use, enter as many historic uses as known, using the above list. Enter "other" for uses not listed and note what they are in the text.

### **Architectural Information**

- 9. Style** This field applies mainly to buildings. If applicable, enter the building's prevailing architectural style from the choices below. If appropriate, more than one style can be entered. For example, "Federal" and "Greek Revival" can be listed for a Federal style house with an updated Greek Revival entry. The architectural styles listed below are taken from the National Register's "Data Categories for Architectural Classification," edited to reflect New Hampshire building practices. The chart in Appendix A shows some of the more common architectural styles in New Hampshire, as applied to houses.

Colonial  
Georgian  
Federal  
Greek Revival  
Gothic Revival  
Italianate  
Second Empire  
Queen Anne  
Stick/Eastlake  
Shingle Style  
Richardsonian Romanesque

Late Gothic Revival  
Late Victorian  
Beaux Arts  
Colonial Revival  
Classical Revival  
Dutch Colonial Revival  
Tudor Revival  
Mission/Spanish Colonial  
Revival  
Italian Renaissance  
French Renaissance

Prairie School  
Commercial Style  
Bungalow/Craftsman  
American Foursquare  
Modern Movement  
Art Deco  
Ranch style  
Other  
Unknown

- 10. Architect/builder** Enter the full name of the architect and/or builder, if known. If more than one architect and/or builder is known, enter the name of the principal architect and/or builder and describe the others and their roles in the architectural description section. The source of this information should be cited in the next field. If the information was found in a book, cite the author's last name, the date of publication and page number, and then list the full citation in the bibliography. Other common sources of information are: date on building, deeds, directories, historic maps, interviews, original construction plans, owner, research, tax cards and visual analysis. Describe these general sources more fully in the text.
- 12. Construction date** Indicate the date of construction. Estimated dates should be prefixed with "c" for circa, which allows for ten years on either side of the year given. As with architect/builder, the source of the information should be cited in the next field.
- 14. Alterations, with dates** List all known changes to the building, structure or property since its construction. These changes, along with the source of information, should be more fully described in the architectural description section.
- 15. Moved, with date** Indicate whether the property has been moved with yes or no, and the date of the move. If known, include a description of the original location, orientation, setting, and reason for and method of moving in the architectural description section.

### **Exterior Features**

Aluminum  
Asbestos  
Asphalt, rolled  
Asphalt shingles  
Board and batten  
Brick  
Clapboard  
Cobblestone  
Concrete block, plain  
Concrete block, rusticated  
Concrete, unspecified  
Concrete, poured

Fieldstone  
Flush board  
Granite  
Log/plank  
Marble  
Metal, standing seam  
Metal (unspecified or other)  
Novelty siding  
Plywood (including T1-11)  
Rubble  
Sandstone or brownstone  
Slate

Steel  
Stone, unspecified  
Stucco  
Tar and gravel  
Vertical board  
Vinyl  
Wood shingle  
Does not apply  
Other  
Unknown

- 16. Foundation** Enter one of the building materials listed above. If the foundation is comprised of more than one material, list the most prominent one and note the others in the architectural description.
- 17. Cladding** Enter the type of wall cladding on the exterior of the building or structure, using the list of building materials above.

**18. Roof material** Enter the type of roof material, using the list of building materials above. The vast majority of buildings in New Hampshire have either asphalt shingle or slate roofs. Commercial blocks usually have tar and gravel roofs.

**19. Chimney material** Enter the type of material used to construct the chimney, using the list of building materials above. Most chimneys in New Hampshire are brick or concrete block.

**20. Type of roof** This field refers to the type of roof on the main portion of a building or structure. Choose one from the list below, or leave this field blank if you are unfamiliar with the terms.

Conical  
Cross gable  
Flat  
Front gable  
Gable

Gambrel  
Hip  
Jerkinhead  
Mansard  
Monitor

Saltbox  
Shed  
Does not apply  
Other, including none

**21. Chimney location** This field refers to where the chimney is located on the main portion of a building. Knowing where a chimney is can sometimes be helpful in determining the floor plan of a house. "Interior" means that the chimney is located inside the building's exterior walls. Enter one of the locations listed below, or leave this field blank if you are unfamiliar with the terms.

Both ends, double interior  
Both ends, single exterior  
Both ends, single interior  
Ell or wing only  
Façade exterior  
One end, single exterior

One end, single interior  
Rear wall  
Ridge center  
Ridge off-center  
Ridge paired  
Slope

Does not apply  
None or removed  
Other  
Unknown

**22. Number of stories** Enter the number of stories.

**23. Entry location** This refers to the main entrance on a building. Choose one of the entry locations listed below, or leave this field blank if you are unfamiliar with the terms.

Façade, center  
Façade, center, paired  
Façade, off-center  
Façade, off-center, paired

Façade, sidehall  
Multiple main entries  
Side elevation(s)  
Does not apply

Other  
Unknown

**24. Windows** This field refers to the windows in the main part of a building, that is, the house rather than an ell or attached garage. List as many types of windows as applicable, or leave the field blank if you are unfamiliar with the terms. For double-hung windows, include the sash configuration, such as 6/6 or 2/2. The vast majority of New Hampshire houses have "double-hung" windows, with perhaps a later picture window or a few replacement casement windows. "Mixed" can be used for a building with many types of windows. Under replacement, check no if the windows appear original, or yes if they are replacements, and give the estimated date.

Bay or oriel  
Casement  
Display  
Double-hung  
Eyebrow  
Fixed

Glass block  
Industrial  
Mixed  
Palladian  
Picture  
Queen Anne sash

Round or pointed arch  
Stained glass  
None  
Other  
Unknown

**Site Features****25. Setting**

Enter one of the settings listed below. The architectural description section of the survey form should more fully describe the property's natural and manmade landscapes, noting features such as setback, sidewalks, gardens, fields, fences and the relationship of the surveyed property to others in the area.

Agricultural/farm  
Mixed use neighborhood  
City/town neighborhood  
Commercial artery/strip  
Developing mixed-use road

Downtown business district  
Forest/wilderness  
Institutional  
Other  
Suburban neighborhood

Rural highway  
Rural local road  
Rural village  
Small town or village center  
Waterfront

**26. Outbuildings**

From the list below, enter the type and construction date, if known, of any outbuildings. These structures and their changing uses should be more fully described in the architectural description; photographs should be included on continuation sheets. Choose from the list below, or enter "other" and name.

Apartment building(s)  
Barn, connected  
Barn, English  
Barn, gable front  
Barn, gable-front bank  
Barn, ground-level stable  
Barn, small  
Barn, other  
Carport  
Carriage house or barn  
Chapel  
Chicken coop/poultry house  
Commercial storage building  
Garage  
Garage, attached  
Greenhouse  
Horse stable  
Hotel, motel, inn

House  
Ice house  
Laboratory or research facility  
Milk house  
Mill building  
Mobile home  
Office  
Play house  
Pool house  
Privy or outhouse  
Quonset hut  
Schoolhouse  
Screen house  
Seasonal camp or cabin  
Shed, equipment or machinery  
Shed, storage  
Shed, unspecified or other  
Shed, wagon or carriage

Shed, wood  
Sheep shed or barn  
Shop  
Silo(s)  
Smoke house  
Store, unspecified  
Studio  
Sugar/sap house  
Tourist cabins  
Water tower or windmill  
Well or spring house  
Workshop  
Does not apply  
None  
Other  
Unknown

**27. Landscape features** Choosing from the list below, enter all landscape features on the surveyed property and their dates of construction, if known. These features should be more fully described in the architectural description and photographs should be included on continuation sheets. Choose from the list below, or enter "other" and name.

Arbor  
Barnyard  
Burial ground  
Cleared/open fields  
Cultivated land  
Fences or fence posts  
Foundation  
Fountain  
Garden, flower  
Garden, vegetable

Gate or hitching post(s)  
Gazebo  
Hedges or hedge rows  
Mature trees  
Orchard  
Pasture  
Paths or walkways  
Patio  
Pergola  
Pond, river or stream

Swimming pool  
Statuary  
Stone walls  
Tennis court  
Vineyard  
Wood lot  
Other

**28. Acreage**

Enter the acreage of the entire parcel(s) associated with the surveyed property. Please **DO NOT** enter square footage. Square footage divided by 43,560 (the number of square feet in an acre) equals acreage.

- 29. Tax map and parcel number** Enter the tax map and parcel number for the surveyed property. List all parcels currently associated with a large property such as a farm.
- 30. UTM reference** Enter one or more Universal Transverse Mercator (UTM) grid references to identify the exact location of the property. If you are unfamiliar with UTM's, please call NHDHR for assistance. Detailed instructions are also available in National Register Bulletin No. 28, "Using the UTM Grid System to Record Historic Sites," available at NDHR or online at <http://www.cr.nps.gov/nr/publications/bulletins.htm>.
- 31. USGS quadrangle** Enter the name of the United States Geological survey (USGS) Quadrangle on which the property is located, along with the map's scale. Quadrangle maps are usually on file in town or city halls or available in sporting goods or bookstores and online.

#### **Form prepared by**

- 32. Name** Enter the name(s) of the person(s) who surveyed the property and prepared the form.
- 33. Organization** If applicable, enter the name of the organization with which the surveyor is affiliated.
- 34. Date of survey** Enter the date that the field work was completed.

#### **Photograph information**

- 35. Photograph(s)** For archival purposes, all photographs must be taken with black and white film that is **developed using black and white processes**. Some camera stores use color processing to quickly develop black and white film, resulting in a sepia-colored print that can disintegrate. **Be sure to ask for black and white processing.** The number of photographs needed to document a property can vary, depending on the resource. All important building features, outbuildings, landscape features and setting noted on the front of the survey form should be shown in photographs. A small, simple building on a small lot often can be adequately documented with one photograph showing the façade and one side elevation. Several photographs would be needed to show a farmhouse, its outbuildings and fields. Both the house and its setting up and down the block streetscape should be photographed in a densely-built historic neighborhood. (In a crowded neighborhood, buildings are often better photographed from across the street.)

The photographs should be clear and sharp, blocked by as little vegetation, utilities and vehicles as possible. Early and late in the day during late fall, winter and early spring are often the best times to photograph a building. Polaroids or digital images are not acceptable. Photographs can be either 4"x6" or 3-1/2"x5."

Using a soft pencil, label the back of the photograph(s) with the town or city, property address and NHDHR inventory number. Staple a 35mm black and white photograph showing the building's façade and one side elevation to the front page of the form. The roofline should align with the right margin. Staple all others to photograph continuation sheets. On the survey form, number the photographs, beginning with #1 on the front page, #2 for the next photo on a continuation sheet, and so on. On the sketch map, note the direction the photographer faced for each photo with an arrow and the photo number.

- 36. Date** Enter the month and year on which the photograph was taken.
- 37. Roll and frame #** Referring to the negative, enter the roll and frame of each photograph. Only large-scale survey projects will involve more than one roll of film.
- 38. Negative stored at** List the location where the negatives will be stored.

**39. Location Map (page two of the survey form)**

This map should show the property's location in relation to nearby cross streets and/or a major natural feature, such as a river. Indicate north with an arrow. Copies of USGS maps and town tax maps work well as location maps, with the property circled. As noted above, USGS maps are now available at several sites online.

**40. Property Map (page two)**

This map should show the property, as it exists today, as seen in aerial view (looking down at it). Identify all buildings and landscape features listed on page one by name or a letter, as well as street names and the property's historic boundary (see #47 below). Each building and feature shown on the sketch map should be described on the following pages under architectural description. Buildings and features that are no longer standing can be indicated with a dashed line. Show north with an arrow. Indicate the location and direction of each photograph included with the form with an arrow and the photo number.

**Page Three**

The next eight sections begin on page three and can continue on continuation sheets as needed. All continuation sheets, including those with photos, should be numbered consecutively. Use as much space as is needed for each section, and then continue with the remaining sections.

**41. Historical Background and Role in the Town's or City's Development**

Begin this section with a brief chronological history of the property. Starting with a timeline may be helpful and show where additional research is needed. If available, give specific dates and the proper names of owners, architects or builders, other people and places. Cite the sources of information, such as a town history or family records. Avoid narrating the entire history of the property or detailed family genealogies, instead focussing on the events, activities or characteristics that make the property special or significant.

The narrative should then describe ways in which the property relates to the history of the community, region or the state. Place the property in a particular time, place or course of events. It is often within the larger picture of a community's history that an individual property's historical importance becomes apparent. Is the building an example of mill worker housing in a village that developed around a large textile mill? Is the property a park built through the philanthropy of a mill owner? Was the property built during a period of economic expansion after the railroad arrived in town, greatly increasing manufacturing possibilities?

Copies of historic maps, drawings and photographs, attached to continuation sheets with staples or archival photo mounts, can be used to supplement the historical narrative.

**42. Applicable NHDHR Historic Context(s)**

A historic context is an organizational tool for grouping properties related through their histories by theme, place and time. A single historic context describes one or more aspects of an area's history, architecture, archeology, engineering and cultures and identifies the significant patterns that individual historic properties in that area represent. A set of historic contexts is a comprehensive summary of all aspects of the history of the area. Historic contexts can serve as both a touchstone for research and as a cornerstone of the preservation planning process.

NHDHR has assembled a broad list of the historic contexts most commonly uncovered in the state's historical resources. Some of these contexts apply to only a portion of New Hampshire; more apply to the entire state, which is small enough and homogeneous enough that while certain activities are necessarily confined to certain parts, there are not significant enough differences to warrant a spatially or chronologically segmented theme. NHDHR maintains research files on each of these contexts and also enters surveyed properties into a database by context. This information is available to researchers investigating not only a certain theme, such as shoemaking, but also considering a single property that may relate to others with a shared history, such as shoe shops.

New Hampshire's list of historic contexts is long and evolving; suggested additions and refinements are always welcome. The current list is in Appendix B. Enter the names of all of the historic contexts that apply to the surveyed property.

#### **43. Architectural Description and Comparative Evaluation**

The amount of detail needed in the architectural description depends on the size and complexity of the property and the extent of alterations, additions and deterioration. Photographs and sketch maps may be used to supplement the narrative.

Provide a narrative describing the property and its physical characteristics. Begin with a summary paragraph that describes the main building or structure, its use, style, method of construction, size and significant features, such as porches, windows, doors, chimneys, dormers, stylistic details and notable interior features. Describe the current condition of the building or structure, and then describe its original appearance, **noting when and where changes occurred**, if known. Include specific facts and, wherever possible, dates. Organize the information in a logical manner, for example, by describing a building from the foundation up and from the exterior to the interior.

In additional paragraphs, describe additions to the main building, such as ells and wings, in a similar fashion and then describe the property's location, setting, outbuildings, landscape features and changing uses. The narrative should document the evolution of the entire property, describing major changes since its development. All outbuildings and landscape features noted on page one should be described.

The architectural description should conclude with a comparison to other similar local properties, buildings or structures. Is this example one of many of its style, type and materials? Is it in an area of similar buildings, or is it relatively unusual in the area? Photographs of comparable properties or streetscapes are helpful.

The following outline, partially taken from National Register Bulletin 16A, "How to Complete the National Register Registration Form (<http://www.cr.nps.gov/nr/publications/bulletins.htm>), lists the key points to cover in an architectural description.

#### **Guidelines for Describing Properties**

- A. **Type or form**, such as dwelling, church, or commercial block.
- B. **Setting**, including the placement or arrangement of buildings and other resources, such as in a commercial center or a residential neighborhood.
- C. **General characteristics**: These include the overall shape of plan and arrangement of interior spaces; number of stories; number of vertical divisions or bays; construction materials, such as brick or wood; wall finish, such as clapboard or shingling; roof shape, such as gable or shed, and structural system, such as balloon frame or post and beam.
- D. **Specific features**, by type, location, number, material, and condition: These may include porches, windows, doors, chimneys and dormers.
- E. **Important decorative elements**, such as finials, pilasters, barge boards, brackets, half-timbering, sculptural relief, balustrades, corbelling, cartouches and murals or mosaics.
- F. **Significant interior features**, such as floor plans, stairways, functions of rooms, spatial relationships, wainscoting, flooring, paneling, beams, vaulting, architraves, moldings and chimney pieces.
- G. **Type, function and location of outbuildings**, with dates, if known.
- H. **Other manmade elements**, including roadways, contemporary structures and landscape features.



- I. **Alterations or changes to the property**, with dates, if known. A restoration is considered an alteration even if an attempt has been made to restore the property to its historic form (see L below). If there have been numerous alterations to a significant interior, also submit a sketch of the floor plan illustrating and dating the changes.
- J. **Deterioration** due to vandalism, neglect, lack of use or weather, and the effect it has had on the property's historic integrity.
- K. **For moved properties**: the date of move; descriptions of location, orientation and setting, historically and after the move; reasons for the move; method of moving, and the effect of the move and the new location on the historic integrity of the property.
- L. For **restored and reconstructed** buildings: the date(s) of restoration or reconstruction; historical basis for the work; the amount of remaining historic material and replacement material; the effect of the work on the property's historic integrity, and for reconstructions, whether the work was done as part of a master plan.
- M. For **properties where the landscape or open space adds to the significance** or setting of the property, such as rural properties, college campuses or the grounds of public buildings: the historic appearance and current condition of natural features, and land uses, landscape features, and vegetation that characterized the property during the period of significance, including gardens, walls, paths, roadways, grading, fountains, orchards, fields, forests, rock formations, open space and bodies of water.
- N. For **industrial properties**, particularly where equipment and machinery is intact: types, approximate date and function of machinery; the relationship of machinery to the historic industrial operations of the property, and the relationship of the industrial property to its natural environment, for example, a mill's location in relation to a river or dam.

#### **44. Statement of Significance:**

Buildings, sites, structures, objects and districts are appreciated as historical resources because of their associations with past events or people, for their design or construction, or for the information they may yield about our prehistory or history. These values are most commonly understood within the realm of historic contexts (see also #42 above). Understanding the context in which an historic resource developed – whether the textile industry or Queen Anne architecture – allows the evaluator to determine the relative significance of the resource.

For many projects in New Hampshire, the test used to evaluate a historic resource is whether it would be eligible for listing on the National Register of Historic Places. Under this section, please discuss the property's significance, using the following National Register guidelines:

**National Register listing:** In brief, a property can be eligible for the National Register under one or more of the following criteria:

- A. Association with events that have made a significant contribution to the broad patterns of our history. If the property is significant under this criterion, the statement of significance should explain how the event or pattern of events made an important contribution to history, and what other types of resources remain to document this contribution.
- B. Association with the lives of persons significant in our past. Under Criterion B, the statement of significance should explain why the person with whom the property is associated is important to the history of the locality, state, or nation. It should also identify other surviving associated properties and their relative role in the life of the person.
- C. If it embodies the distinctive characteristics of a type, period or method of construction, OR represents the work of a master, OR possesses high artistic values, OR represents a significant and distinguishable entity whose components may lack individual distinction, as in historic districts. For Criterion C, the statement should explain why that type, period or method of construction is significant in the architectural development of the locality, state or nation, OR provide sufficient factual information about the career and work of the artist, architect, builder, or landscape architect to demonstrate that the person was

accomplished in his or her field, even if the person remains unidentified, OR explain how the property's artistry or craftsmanship fully articulates a particular design concept or aesthetic ideal, OR possesses a significant concentration, linkage, or continuity of sites, buildings, structures, or objects united historically or aesthetically by plan or development.

- D.** If it has yielded, or may be likely to yield, information important in prehistory or history, that can only be demonstrated by the actual, physical resource. If the property is significant under this criterion, the statement should explain why the information is important, usually in the form of an archeological research design, laying out an important question, a range of expected data and an explanation of how the expected data can be used to answer the question.

To be eligible, a property must also have integrity for the period for which it is significant (see numbers 45 and 46 below). Properties can also be eligible for the National Register based on one of seven criteria considerations. A complete description can be found in National Register Bulletin No. 15, "How to Apply the National Register Criteria for Evaluation," on file at NHDHR or at <http://www.cr.nps.gov/nr/publications/bulletins.htm>.

In New Hampshire, historical resources can also be listed on the **New Hampshire State Register of Historic Places**, which is part of the state's efforts to recognize and encourage the identification and protection of historical, architectural, archeological and cultural resources. These irreplaceable resources may be buildings, districts, sites, landscapes, structures and objects that are meaningful in the history, architecture, archeology, engineering or traditions of New Hampshire residents and communities. For a determination as to whether a property is eligible for state listing, under this section discuss the property's significance using guidelines in the NHDHR handout "The New Hampshire State Register of Historic Places" (online at <http://www.nh.gov/nhdhr/barnstatereg.html>).

#### **45. Period(s) of Significance:**

Based on the property's historical and/or architectural significance, enter the year or the span of years when these significant events, activities, persons or trends were associated with the property. For properties with architectural importance, the period of significance is usually the date of construction and the dates of any significant alterations and additions. For the site of an important event or historical trend, the period of significance is the time when the event occurred or the span of time when a property actively contributed to the historical trend. Similarly, the period of significance for a property associated with an important person will be the length of time that person was associated with the property (not always the person's entire life). Fifty years ago is used as the closing date for significance where activities began historically and continue to have importance, or when no more specific date can be defined to end the historic period.

A property can have more than one period of significance, for more than one reason. Each can be listed with a brief description. For example, a building can be an important example of the Greek Revival style, with a period of significance of 1840 for its construction date, and also have an historical period of significance of 1840-1880, when it served as the only general store in a town.

#### **46. Statement of Integrity:**

When evaluating a potentially historic property, the term "integrity" refers to the property's ability to convey its significance through its physical appearance. For example, a property cannot tell us much about an event that happened in 1800, if it has been so changed since then that no one from 1800 would recognize it. Or, a house built in the Greek Revival style cannot tell us much about that style if later renovations have removed all of its original architectural details.

The National Register of Historic Places divides integrity considerations into seven aspects:

- Location:** the place where the historic property was constructed or the place where the historic event occurred.
- Design:** the combination of elements that create the form, plan, space, structure and style of a property.
- Setting:** the physical environment of a historic property, how the property is situated, and its relationship to the surrounding features and space.

**Materials:** the physical elements that were combined during a particular period of time and in a particular pattern or configuration to form a historic property.

**Workmanship:** the physical evidence of the crafts of a particular culture or people during any given period in history or prehistory.

**Feeling:** a property's expression of the aesthetic or historic sense of a particular period of time.

**Association:** the direct link between an important historic event or person and a historic property.

Integrity considerations are always based on why, where and when a property is important; only after a property's importance is established can its integrity be evaluated. Also, different aspects of integrity may be more meaningful to some types of historic properties than others. For example, integrity of design and materials may be more essential to a building with architectural significance than for a mill site, where location and setting might be vital. And finally, the rarity or poor condition of other extant examples of a type of resource may lessen the need for high levels of integrity. A more complete discussion of these and other issues of integrity is available through the National Register Bulletin No. 15, "How to Apply the National Register Criteria for Evaluation," on file at NHDHR or at <http://www.cr.nps.gov/nr/publications/bulletins.htm>.

#### **47. Boundary Discussion**

One important step in describing a historic property is to determine where the historic property begins and ends, in other words, determining what its historic boundary is. This boundary can be particularly important when historic properties are given special consideration during community planning efforts or publicly funded or permitted construction projects. A property's historic boundary should be large enough to include all of its historic features, but should not include buffer areas or acreage that has no historical connection to the property. Areas that no longer illustrate the property's history due to changes such as subdivision or development should not be included. Areas that have recently been added to a historic property also should be excluded.

Based on the property's historical or architectural importance, provide a brief description of what its historic boundary should be, whether just the footprint of the historic building or structure, the current tax map parcel, part of the tax map parcel, or beyond the current tax map parcel. For example, farms often encompass a number of parcels, whereas a bridge's historical boundary usually would only be its footprint and perhaps approaches. As noted above, clearly delineate this boundary on the property sketch map. If the boundary cannot be clearly shown on the property map, attach another map, such as a local tax map, on a continuation sheet, label it, and indicate the boundary with a dark line.

#### **48. Bibliography and/or References**

List all sources of information used to prepare this survey form, alphabetically by the author's last name. Do not include general reference works, unless they provided specific information about the property. Each citation should include the title, author, date of publication, publisher and location, and/or repository. If the bibliography is extensive, it may be helpful to organize it by category, such as books, historic maps, deeds and interviews.

The reference room at a local public library is a good place to begin researching a property. DHR's survey and research files in Concord also hold a abundance of information. Long-time local residents, historical societies, town hall, the county deed and probate office, and the New Hampshire Historical Society and the State Library, both in Concord, also have a wealth of historical records. Increasingly, research information such as historic maps can be found on the Web. Appendix C provides a list of research materials and archives.

#### **Appendices**

- A. A Progression of Popular Domestic Architecture in New Hampshire.
- B. NH Division of Historical Resources Historic Context List.
- C. Research sources for New Hampshire Historic Sites.
- D. Town-wide Area Forms Completed and on File at the NHDHR.
- E. Completed individual inventory form.

***Thank you for completing this NH Individual Inventory Form. We appreciate your efforts!***